

**CHAPTER 8
ADMINISTRATIVE SUPPORT**

8-1. ADMINISTRATIVE REQUIREMENTS. Upon arrival of the training unit, the unit commander or operations, will initiate coordination with Camp Bullis Operations, building 6110.

8-2. COMMAND AND STAFF VISITS.

a. Commanders of units training at Camp Bullis will inform the Camp Bullis Operations, prior to the arrival, and again upon the departure of any General Officer, Brigade Commander, General Staff, and/or civilian representative equivalent to general officer grade, who is visiting units in training.

b. Camp Bullis Operations will be notified of any comments or observations that concern Camp Bullis facilities, personnel or procedures that are made by these personnel, so the information may be passed on to the Commander, Camp Bullis.

c. Transportation for visiting dignitaries is the responsibility of the unit being visited.

d. General officer vehicle standards or flags are not available at Camp Bullis.

8-3. STANDARDS OF APPEARANCE AND CONDUCT.

a. Unit commanders will ensure that their personnel comply with the standards of appearance and conduct outlined in AR 600-8-1, The Army Casualty Operations/Assistance/Insurance, and AR 670-1, Wear and Appearance of Army Uniforms and Insignia, while at Camp Bullis.

b. Consumption of alcoholic beverages in the maneuver/training/range areas is strictly prohibited.

c. Consumption of alcohol in park or recreation areas must be approved by AMEDDC&S Commanding General (CG).

8-4. PERSONNEL SERVICES. The following personnel services are available at Camp Bullis:

FACILITY:	LOCATION:	TELEPHONE:	*HOURS:
EXCHANGE	Bldg 5112	698-1183	Posted on Facility
The Post Exchange is usually open 6 days a week and the hours are dependent on training population and need.			
BARBER SHOP	Bldg 5112	698-1183	Sat, 1100-1600
By appointment for unit			
RECREATION CENTER	Bldg 6000	295-7582	
Schedule usage thru Commander, Camp Bullis Headquarters 295-7611/7622.			

OUTDOOR RECREATION CENTER: Hours vary depending upon season. Serves as the POC and coordinator for all hunting and fishing activities on Camp Bullis, including a variety of other outdoor recreational assets and activities, 295-7529/7577.

***NOTE:** Hours of operation are subject to change.

8-5. CHAPLAIN. The Camp Bullis chapel is located in building 5904 and is available upon request. Units in training must provide their own chaplain support or coordinate with the Chaplain's Office, building 2200, FSH, 221-3768/6688, for the conduct of religious services.

8-6. AMERICAN RED CROSS (ARC). Personnel undergoing training at Camp Bullis, and requiring Red Cross assistance should contact one of the following field offices:

- a. Fort Sam Houston ARC: 221-6271; after duty hours: 826-8611.
- b. Lackland AFB ARC: 671-3381.

8-7. LEGAL ASSISTANCE. Personnel in training at Camp Bullis requiring legal assistance should contact the Legal Assistance Officer, FSH, 221-6203/2353, for an appointment.

8-8. OFF LIMITS AND RESTRICTED AREAS. The following areas are off limits to entry and training.

- a. Range impact area.
- b. FAA facilities (NH 427840 and NH 428853).
- c. Reservoirs and wells.
- d. Camp Stanley.
- e. Archaeological/historical resources. Disturbance of archaeological or historical sites, to include arrowhead hunting or artifact hunting with metal detectors is strictly prohibited by Federal law and Army regulations. If such a site is located or encountered during the establishment of a bivouac or tactical position, the unit will relocate, and the site will be reported to the Land Manager, Camp Bullis Operations.
- f. Endangered species nesting habitat. Critical habitat used by federally protected species may be identified by flagging or posted signs. If such marked areas are encountered during the establishment of a bivouac or tactical position, the unit will relocate to a different area.
- g. Cultivated areas.
- h. Family housing area.
- i. All buildings and areas not directly related to unit training.
- j. Windmills.
- k. Helipads (Headquarters, Cunningham Hill, DEPMEDS).

- l. Southwestern Army Reserve Intelligence Support Center.
- m. Water Treatment Plant.
- n. Sewage Treatment Plant.

o. The above requirements also apply to units or individuals conducting physical training (PT) (jogging). Authorized jogging areas are identified and available for dissemination from Camp Bullis Operations, building 6110. At no time will units or individuals go into Off Limits areas. Only assigned personnel and occupants of the particular facility are authorized in the areas of that facility. In accordance with FSH Reg 385-5, Running Safety, the following rules apply:

(1) Unit commanders will:

(a) Enforce installation policies and regulations regarding safety for troops running in formation.

(b) Ensure all personnel are aware of where to run and what to wear.

(2) Individual joggers will use parade and PT fields when possible.

(3) When running on authorized roads, joggers will:

(a) Wear appropriate bright colored clothing and/or fluorescent or reflecting personal protective equipment during periods of reduced visibility. Will not use headphones or earphones.

(b) Do not run on roads when/where running is prohibited.

(c) Cross intersections and roads at the location of traffic control devices or marked crosswalks when available. When signals and crosswalks are not available, yield to traffic.

(d) Observe all pedestrian control signals described IAW FSH Reg 190-5, Motor Vehicle Traffic Code.

(e) Run in the opposite direction of traffic flow when not running as part of a formation.

(4) Groups of six or more will be considered as a formation, and will observe the following:

(a) A minimum of two front and two rear road guards wearing reflective equipment will be employed in all formations. Persons in charge of formations are responsible for ensuring road guards are properly posted to the front and rear of running formations, astride the formation, halting the traffic as roads are crossed.

(b) All road guards and/or personnel running outside the mass of a formation will be equipped with functioning flashlights during all runs conducted during the hours of darkness or other times of reduced visibility. The hours of darkness are established as the time between 1/2 hour after sunset, and 1/2 hour prior to sunrise the next day.

(c) Formations will remain on the road shoulder outside the flow of traffic.

(d) Personnel in charge of each formation are responsible for directing and assisting vehicles to pass the formation from the front or the rear.

8-9. TRESPASSING.

a. Entrance into the ranges or training areas is prohibited without the specific approval of Camp Bullis Operations. No breaches to ranges or training areas will be made. Cutting locks or fences to enter or exit will constitute trespassing and units will be held liable for damages.

b. Privately owned vehicles are not authorized in the training areas without approval from Camp Bullis Operations. Any personnel found in the training areas without authorization will be detained, and reported to Camp Bullis Operations by radio or telephone. Local Military Police (MP) will be dispatched to take custody of the individual(s).

c. Camp Bullis housing area streets are clearly posted as "No Thru Traffic" and are restricted to residents and guests only. Vehicle operators using these streets to traverse the installation will be subject to fines.

8-10. PHYSICAL SECURITY. Military Police support is provided at Camp Bullis by a small detail. If required, the FSH Provost Marshal (PM) may task other MP assets at FSH or units on Camp Bullis for additional assets.

a. Physical security of unit property, to include arms, ammunition, and explosives (AA&E), vehicles, communications equipment and other sensitive materials, is the responsibility of the individual training unit, and will be completed IAW AR 190-11, Physical Security of Arms, Ammunition and Explosives, AR 190-13, The Army Physical Security Program, AR 190-51, Security of Unclassified Army Property, FM 19-30, Physical Security, and other applicable regulations.

b. Any loss of AA&E, vehicles or other sensitive items will be reported immediately to the MP and Camp Bullis Operations.

c. Training units are subject to unannounced physical security inspections conducted by installation PM representatives.

8-11. PROVOST MARSHAL.

a. Local MP support is limited at Camp Bullis. Therefore, using units on specific occasions may require additional MP support.

b. Units requiring MP assistance will call 295-7557. If emergency assistance is needed, dial 911.

c. Speed limit signs are clearly marked on the main thoroughfare and in the cantonment area. The maximum speed in the training area is 25 mph or as posted. The speed limit on unimproved roads is 15 mph. The exception is the blacktop roads in training areas where the speed limit is 25 mph or as posted. The speed limit is 10 mph when troops are present. Violators are subject to appropriate administrative or disciplinary action.

8-12. CAMPING. Camping is limited to primitive campsites. Requests for camping should be submitted to the Outdoor Recreation Center, Camp Bullis.

8-13. WOODCUTTING. Woodcutting is allowed by PERMIT ONLY. Permits are issued by the Outdoor Recreation Center, Camp Bullis.

8-14. MAINTENANCE FACILITIES, WASHRACKS, AND VEHICLE PARKING.

a. Maintenance facilities. Units are required to provide their own maintenance personnel, tools, prescribed load list (PLL) items, and repair parts for repair of their assigned equipment.

b. Washracks.

(1) The washrack located at the Camp Bullis Motor Pool is available for use by training units on request. Units are responsible for ensuring that the washrack is thoroughly cleaned after use and all trash is placed in the receptacles provided.

(2) Under no circumstances will vehicles be washed in billet areas, training areas, around dining facilities or at the water point. Violators will be reported through appropriate command channels for necessary corrective action.

c. Vehicle parking.

(1) Tactical wheeled vehicles will be parked in the vicinity of troop billets, as designated in this regulation.

(2) All track vehicles will be parked behind the Camp Bullis Motor Pool or as designated by Camp Bullis Operations.

(3) Privately owned vehicles are not authorized in the administrative building or hutment areas or parked on grassy areas adjacent to buildings. Privately owned vehicles can be parked in the parking lot next to building 5000. Permanent party personnel will park in designated parking areas. Posted "No Parking" areas will be enforced by Camp Bullis MP.

(4) No vehicles will be parked between buildings, next to buildings, within 15 feet of any fire hydrant or 25 feet of any propane tank or on/along roads in the cantonment area, except in designated parking areas.

(5) Security of vehicles is the training unit's responsibility. At no time will a vehicle be left unattended and unsecured while a unit is training at Camp Bullis. Violators will be cited by the MP, and a report forwarded through appropriate command channels for necessary corrective action.

8-15. ADMINISTRATIVE SUPPORT FROM FSH. Units requiring administrative and/or logistical support from FSH should establish required accounts through the following coordination:

a. Active components. All requirements should be coordinated with Plans and Operations Division, RLBC, 221-2836, DSN 471-2836, a minimum of 90 days prior to scheduled training.

b. Reserve components. All requirements should be coordinated with the RLBC, ATTN: MCCA-BRL-TN, 221-2836, DSN 471-2836.

8-16. EMERGENCY WORK REQUESTS. In the event a training unit has an emergency work request, it should contact the following agencies for assistance:

a. During duty hours: 0730-1600, Monday thru Friday, contact the Supply Section, 295-7701/8020.

b. After duty hours and Saturday, Sunday, and Holidays: Camp Bullis Operations, 295-7510.